

MILPERSMAN 1301-804

COMMAND POLICIES AND PROCEDURES – COMMAND SCREEN PROCEDURES

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References	(a) OPNAVINST 1412.14 (b) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classification, Volume II, The Officer Data Card (c) OPNAVNOTE 5450 Ser N131/15U114093 of 17 Aug 2015 (Canc: Aug 2016) (d) OPNAV (N131) Policy Decision Memorandum (PDM) for Shared Captain Command Apportionment Plan (e) OPNAV (N131) PDM for Shared Commander Command Apportionment Plan (f) OPNAV (N131) PDM for Shared Early Command Apportionment Plan (g) COMNAVSURFORINST 1412.2
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1. **Purpose.** This article outlines administrative board procedures for formal command screening. Navy Personnel Command (NAVPERSCOM), Career Management Department (PERS-4) community codes will be the board sponsors and designate recorders for each separate board.

2. **Command Screen Board Eligibility.** Reference (a) and the appropriate community-specific command qualification program authorize the designation "eligible for command" and "qualified for command" and establish the general criteria required for qualification and validation. "Eligible for command" is a mandatory prerequisite for selection to command. "Qualified for command" is a mandatory prerequisite for assuming command. Additional qualification designation code criteria and prerequisites can be found in reference (b). Candidates for early command must be "Qualified for Command" per reference (a) and the appropriate community-specific command qualification program. Early command qualification does not designate an

officer as "qualified for command" at the grade of commander and higher.

3. **Command Screen Board Composition.** Board presidents will be flag officers designated by each community. Board members are captains and commanders designated by each community who have served in the appropriate grade of command. Membership changes with each board.

4. **Preparation and Approval of Command Screen Slates.** Following screening of officers for command, the respective community distribution division prepares command slates, assigning screened officers to command.

a. All slates must be reviewed and endorsed by the respective community leaders.

b. NAVPERSCOM maintains a memorandum of understanding with Commander, Naval Installations Command (CNIC), requiring that all communities receive CNIC endorsement for all shore installation command slates.

5. **Command Screen Board Procedures.** NAVPERSCOM board actions and responsibilities for respective communities include:

a. The appropriate officer distribution division (PERS-4X) will be the board sponsor and designate recorders for the board. Eligibility zones, milestone and or command prerequisites (if any), a list of officers to be considered by the board, and selection quotas will be provided in concert with the appropriate flag sponsor or community lead. Exhibit 1 addresses board actions and prerequisites for screening.

b. A special "additional look" will be available upon constituent petition when it can be shown the officer was somehow disadvantaged, or the officer's record was unfairly considered during the normal selection process, or when justified by exceptional circumstances.

(1) Petition is made in writing to the selection board president via NAVPERSCOM, Surface Officer Distribution Division (PERS-41), Submarine Officer Distribution Division (PERS-42), Aviation Officer Distribution (PERS-43), Staff/Restricted Line Distribution (PERS-44), Full Time Support (FTS) Distribution (PERS-46), or Information Dominance Corps and Foreign Area Officer (PERS-47)) who will recommend to the board president to include or exclude the petitioner's record from the board.

(2) Additional look selectees will count against the last normal look select quotas for the next junior year group.

6. **Major Command - Sequential Screen.** NAVPERSCOM (PERS-4), (PERS-41), (PERS-42), and (PERS-43) are responsible for selecting major command screened officers for sequential command for possible assignment to billets designated in reference (c).

a. **Eligibility:** Officers currently serving in major command or having served in major command are eligible for major command - sequential screening.

b. NAVPERSCOM (PERS-41), (PERS-42), and (PERS-43) are responsible for establishing eligibility zones and selection opportunity for their boards.

7. **Major Command Screen.** NAVPERSCOM (PERS-4) community codes are responsible for selecting a bank of officers to fill the billets designated in reference (c).

a. NAVPERSCOM (PERS-41) and (PERS-43) are responsible for establishing eligibility zones and selection opportunity for their boards. Commander command is a prerequisite;

b. NAVPERSCOM (PERS-42), (PERS-44), (PERS-46), and (PERS-47) are responsible for establishing eligibility zones and selection opportunity for their boards. An established community command or milestone is a prerequisite.

8. **Captain Command Screen.** NAVPERSCOM (PERS-4) community codes are responsible for selecting a bank of officers to fill the billets designated in reference (d).

9. **Commander Command - Sequential Screen.** NAVPERSCOM (PERS-41) and (PERS-43) community codes are responsible for selecting a bank of officers to fill the billets designated in reference (e). Eligibility begins after an officer has received a competitive fitness report while in commander command and continues until in zone for selection to O-6.

10. **Commander Command Screen.** NAVPERSCOM (PERS-4) community codes are responsible for selecting a bank of officers to fill the billets designated in reference (e). NAVPERSCOM board actions for respective communities include NAVPERSCOM (PERS-41), (PERS-42), and (PERS-43) who are responsible for establishing eligibility zones and selection opportunity for their boards.

(1) NAVPERSCOM (PERS-43) will ensure that competitive grouping for selection is arranged by screen groups within the individual operational communities.

(2) A screened executive officer (XO) in a surface or aviation squadron normally fleets-up to commanding officer (CO) upon completion of a successful XO tour. NAVPERSCOM (PERS-44), (PERS-46) and (PERS-47) are responsible for establishing eligibility zones and selection opportunity for their boards.

11. **Early Command Screen.** NAVPERSCOM (PERS-4) community codes are responsible to fill the billets designated in reference (f).

a. NAVPERSCOM (PERS-41) is responsible for the 111X early command board. Eligibility is established per reference (g).

b. NAVPERSCOM (PERS-42) is responsible for the 62XX/640X dry dock early command board. Command billets are to be screened and selected per reference (a).

c. NAVPERSCOM (PERS-46) is responsible for the 1XX7 Navy operational support center command board. NAVPERSCOM (PERS-46) will establish the eligibility criteria and determine selection quotas.

12. **Command Submission.** The major command review board (MCRB) is convened annually, or as required by the Chief of Naval Personnel per references (a) and (c). The MCRB will be convened to address, validate, or approve all major command billets.

a. The command review board is convened as part of the MCRB to specifically address those commands not designated as major commands and those commands below the grade of captain;

b. The Chief of Naval Personnel will update and publish reference (c) annually, based on the results of the MCRB;

c. Office of the Chief of Naval Operations (OPNAV), Director, Military Personnel Plans and Policy (N13) will update and publish references (d) through (f) annually, based on the results of the command review board;

d. OPNAV, Head, Officer Plans and Policy (N131) is the point of contact for all CO billet submissions and questions.

EXHIBIT 1

NAVPERSCOM Officer Distribution Division Board Actions

PERS Code	Screening Board	Designators	Prerequisite
41	Major Command - Sequential	111X	Major Command
	Major Command	111X / 113X / 114X / 6XXX	Commander Command
	Captain Command	111X / 113X / 114X / 6XXX	"Qualified for Command" per reference (a)
	Commander Command - Sequential	111X / 113X	Commander Command
	Commander Command	111X / 113X / 114X / 6XXX	"Qualified for Command" per reference (a)
	Early Command	111X / 6XXX	"Qualified for Command" per reference (a)
42	Major Command - Sequential	112X	Major Command
	Major Command	112X / 6XXX	Commander Command or Milestone
	Captain Command	112X / 6XXX	"Qualified for Command" per reference (a)
	Commander Command	112X / 6XXX	"Qualified for Command" per reference (a)
	Early Command	62XX/640X	"Qualified for Command" per reference (a)
43	Major Command - Sequential	13XX	Major Command
	Major Command	13XX / 15XX / 63XX	Commander Command
	Captain Command	13XX / 15XX / 63XX	"Qualified for Command" per reference (a)
	Commander Command - Sequential	13XX	Commander Command
	Commander Command	13XX / 15XX / 63XX	"Qualified for Command" per reference (a)

EXHIBIT 1
(Continued)

NAVPERSCOM Officer Distribution Division Board Actions

PERS Code	Screening Board	Designators	Prerequisite
44	Major Command	120X / 144X / 165X 200X / 250X / 310X 410X / 510X	Commander Command or Commander Milestone
	Captain Command	120X / 144X / 165X 200X / 250X / 310X / 410X / 510X	"Qualified for Command" per reference (a)
	Commander Command	120X / 144X / 165X 200X / 250X / 310X 410X / 510X	"Qualified for Command" per reference (a)
	Early Command	510X	"Qualified for Command" per reference (a)
46	FTS Command	11X7/13X7/1207/ 31X7	"Qualified for Command" per reference (a)
	Aviation Major Command (Reserve)	13X7/13X5	"Qualified for Command" per reference (a)
	Aviation Commander Command (Reserve)	13x7/13X5	"Qualified for Command" per reference (a)
47	Major Command	180X / 181X / 182X / 183X	Commander Command or Commander Milestone
	Captain Command	180X / 181X / 182X / 183X	"Qualified for Command" per reference (a)
	Commander Command	180X / 181X / 182X / 183X	Qualified for Command" per reference (a)